# Executive Committee

## Minutes of a Regular Meeting

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| **Date:** | **Wednesday, February 26, 2025** |
| **Location:** | **Islands Trust - Victoria**<br>**200 - 1627 Fort Street, Victoria, BC** |
| **Members Present:** | Peter Luckham, Chair, Thetis Trustee<br>Tobi Elliott, Vice-Chair, Gabriola Trustee<br>David Maude, Vice-Chair, Mayne Trustee<br>Timothy Peterson, Vice-Chair, Lasqueti Trustee (electronic attendance) |
| **Staff Present:** | Rueben Bronee, Chief Administrative Officer<br>Stefan Cermak, Director, Planning Services<br>Clare Frater, Director, Trust Area Services<br>Julia Mobbs, Director, Financial and Employee Services (electronic attendance)<br>Warren Dingman, Manager of Bylaw Compliance and Enforcement<br>Jason Youmans, Senior Policy Advisory<br>Alexandra Trifonidis, Executive Coordinator/Recorder (electronic attendance) |
| **Members of the Public Present:** | 15 members of the public in attendance (8 electronic attendees) |

**1. CALL TO ORDER**

The meeting was called to order at 9:17 a.m.

**2. TERRITORIAL ACKNOWLEDGEMENT**

Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

Trustees and staff acknowledged Pink Shirt Day, which aims to raise awareness about bullying in schools.

The Director of Trust Area Services stated that for a portion of the meeting the Senior Policy Advisor will be stepping in for her in her absence.

Committee members confirmed they have reviewed all correspondence received after the publication of the agenda (late correspondence) regarding item 8.2 on the agenda.

**3. APPROVAL OF AGENDA**

**3.1 Introduction of New Items**

The following addition to the agenda was presented for consideration:

- 9.4.1 Policy Statement Amendment Project Process Opportunities - Discussion

**3.2 Approval of Agenda**

**By general consent** the agenda was approved, as amended.

3.2.1 Agenda Context Notes - None

**4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING**

Chair Luckham rose and report that the meeting minutes of January 15, 2025 were adopted at the February 5, 2025, in-camera meeting.

**5. ADOPTION OF MINUTES**

**5.1 Draft Executive Committee Meeting Minutes of February 5, 2025**

**By general consent** the Executive Committee minutes of February 5, 2025 were adopted presented.

**6. DELEGATION AND PUBLIC COMMENT PERIOD**

**6.1 Julian Clark - Lady Minto Hospital Foundation**

The delegation spoke to the following items:

- Threatened health care services on Salt Spring Island due to lack of health care workers arising from affordable housing issues.
- Lady Minto Hospital Foundation funding initiatives and housing projects for health care workers.
- Historical rezoning information regarding 101 Bittancourt Road.
- Concerns raised in an Islands Trust staff report regarding the rezoning.
- 101 Bittancourt Road property project plans and vegetation.
- Length of the project.
- Salt Spring Island Official Community Plan.
- Community support.

Following the delegation period, members of the public were offered an opportunity to speak.

Trustee Patrick spoke as a member of the Salt Spring Local Trust Committee, sharing historical information regarding the rezoning process. Further comments were made on how the Salt Spring Island trustees had reviewed the objectives and policies of the Official Community Plan, in determining their conclusion. Issues such as external referrals, First Nations relationship building, the length of the project, and lack of protocols and agreements were also raised.

Member of the public, Jenny McClean, implored the Committee to retain the Housing Agreement and to consider all demographics, emphasizing the importance of protecting the range of workers when making their decision.

Member of the public, Maxine Leichter, spoke in favour of supporting the Bylaw. She advised the Committee that no concerns had been expressed from the community at Salt Spring Island Local Trust Committee meetings to date, as she monitors them closely.

Susan Close, an 18-year resident of Salt Spring Island and a member of the public, spoke about the incredible work of the Lady Minto Hospital Foundation. She noted the strong financial community support the foundation receives annually and urged the Committee not to add barriers to the process that could hinder progress.

The Committee addressed item 8.2 next on the agenda.

### 8.2 Salt Spring Island Local Trust Committee - Proposed Bylaw No. 542 - PLRZ20240251,101 Bittancourt Rd - Request For Decision

**EC-2025-021**
**It was MOVED and SECONDED,**
that Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 542, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 1, 2025" in accordance with Section 27 of the *Islands Trust Act*.

The Committee made the following comments:

- The strong need for this type of housing within the community for all demographics of healthcare workers had been considered.
- It is the Executive Committee's responsibility to ensure that the Bylaw aligns with the Policy Statement Amendment.
- The overall shortage of healthcare workers across the country was acknowledged.
- The work of healthcare foundations was recognized as a valuable asset to communities.

**CARRIED**

The Committee paused the meeting while the members of the public left the meeting room.

The Committee resumed at item 7 on the agenda.

## 7. FOLLOW UP ACTION LIST AND UPDATES

### 7.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the follow up action list, and Directors provided their area reports.

The Committee suggested staff amend the Follow Up Action List target dates as they pass.

The Chief Administrative Officer offered to discuss item 4 with the Director of Legislative Services and report back at an upcoming Executive Committee meeting.

### 7.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings.

### 7.3 Islands Trust Conservancy Liaison Update

The next Islands Trust Conservancy Board meeting will be held in-person at the Islands Trust office in Victoria on March 18th.

The Committee recessed for break at 10:47 a.m. and resumed at 11:00 a.m.

## 8. BYLAWS FOR APPROVAL CONSIDERATION

### 8.1 Salt Spring Island Local Trust Committee Proposed Bylaw No. 540 - Repeal of Housing Agreement Bylaw - Request For Decision

Director of Planning Services introduced the Request for Decision.

**EC-2025-022**
**It was MOVED and SECONDED,**
that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 540, cited as "Salt Spring Island Housing Repeal Bylaw No. 540, 2024" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

## 9. TRUST COUNCIL MEETING PREPARATION

The Chief Administrative Officer introduced items 9.1.1 – 9.1.4 sharing with the Committee that there are few but substantive items on the agenda that will take up discussion time.

### 9.1 Executive

9.1.1 Additional Executive Committee Meeting Post Trust Council - Discussion

**EC-2025-023**
**It was MOVED and SECONDED,**
that Executive Committee request staff schedule a special meeting in-person at the Dorchester Hotel on March 13, 2025 immediately following Trust Council, to convene with new members.

**CARRIED**

9.1.2 Trust Council Continuous Learning Plan - Request For Decision

**By general consent** Executive Committee forwarded the Trust Council Continuous Learning Plan - Request For Decision to Trust Council as presented.

9.1.3 Approval of the Draft Islands Trust 2025-2028 Strategic Plan Core Elements - Request For Decision

**By general consent** Executive Committee forwarded the Approval of the Draft Islands Trust 2025-2028 Strategic Plan Core Elements - Request For Decision to Trust Council as presented.

9.1.4 Chief Administrative Officer Hiring/Select Committee - Briefing

Discussion ensued on whether this document was meant to be included on the Trust Council agenda or intended to be a verbal report.

The Committee deferred the item to later in the agenda.

**9.2 Planning Services**

9.2.1 Bylaw Enforcement Statistical Reports - Briefing

**By general consent** Executive Committee forwarded the Bylaw Enforcement Statistical Reports - Briefing to Trust Council as presented.

9.2.2 Salt Spring Island Local Trust Committee Request to Prioritize a Planning Services Review - Briefing

Discussion ensued on:

- what location on the Trust Council agenda the Briefing would be included;
- the decision of the Salt Spring Island Local Trust Committee to bring the Briefing and associated materials forward to Trust Council;
- the incomplete documentation provided on the agenda and the previous request to include the Workplan attachment provided to the Salt Spring Island Local Trust Committee at their December 12th meeting; and
- whether the document is ready to be forwarded to Trust Council.

The Committee asked staff to amend the Briefing's title and recommendation section during the break before the Committee decides whether the document will travel to Trust Council.

The Committee deferred the item until after the lunch break.

The Committee resumed discussion of previously deferred item 9.1.4.

9.1.4 Chief Administrative Officer Hiring/Select Committee - Briefing

Vice-Chair Elliott informed the Committee that she received a response from Trustee Patrick who indicated that the report was intended to be provided verbally.

**By general consent** Executive Committee recommended that staff include an item under the Islands Trust Active Priorities Chart item that a report from the Chief Administrative Officer Hiring Committee be included as an additional bullet item as a verbal report.

**9.3 Financial and Employee Services** - None

**9.4 Trust Area Services**

9.4.1 Policy Statement Amendment Project Process Opportunities - Discussion

Vice-Chair Elliott addressed the item, acknowledging the slow progress in advancing the Policy Statement work during the recent Committee of the Whole meetings, the substantial volume of work remaining, the low attendance at the meetings, and the overall process.

The Committee discussed meeting participation and how to move forward with the project.

Concerns were expressed on the ability to complete the project before the end of the term.

Trustee Patrick entered the room and confirmed that she intended the Chief Administrative Officer Hiring Committee report to be spoken to verbally and not included in the agenda materials.

The Committee resumed discussion of previously deferred item 9.2.2.

9.2.2 Salt Spring Island Local Trust Committee Request to Prioritize a Planning Services Review - Briefing

Discussion resumed on whether this Briefing was ready to travel to Trust Council as is.

The Chief Administrative Officer suggested to place the briefing as an addition to the Strategic Plan item on the agenda.

> **By general consent** Executive Committee forwarded the Salt Spring Island Local Trust Committee Request to Prioritize a Planning Services Review - Briefing to Trust Council as presented as part of the item 7.2.2 Approval of the Draft Islands Trust 2025-2028 Strategic Plan Core Elements - Request For Decision, adding supporting material item 15.1 from the Salt Spring Island Local Trust Committee meeting agenda of December 12, 2024.

The Committee resumed discussion of previously deferred item 9.4.1.

9.4.1 Policy Statement Amendment Project Process Opportunities - Discussion

Discussion continued on the following:

- Lack of participation at Committee of the Whole meetings
- Trustees conducting word smithing exercises instead of broad policy talk
- Additional work load for trustees
- Volume of work to be done before June
- Priorities
- Dedicating Resources
- Chairing

It was agreed upon that the topic will be added to the Strategic Plan item of the Trust Council agenda.

The Committee recessed for lunch at 12:18 p.m. and reconvened at 12:56 p.m.

### 9.5 Legislative and Information Services

9.5.1 Ratification of Appointment of Trustee Fast to Financial Planning Committee (FPC) - Request For Decision

**By general consent** Executive Committee forward the Ratification of Appointment of Trustee Fast to Financial Planning Committee (FPC) - Request For Decision to Trust Council as presented.

### 9.6 Draft March Trust Council 3-day Schedule

**By general consent** Executive Committee forwarded item 9.6 to Trust Council as presented.

### 9.7 Draft March Trust Council Agenda

Corresponding items and content to be found in Appendix 1.

The Committee reviewed the Draft March Trust Council Agenda addressing the Engagement / Collaboration items as follows:

**6. ENGAGEMENT / COLLABORATION**

**6.1 Delegations**

6.1.1 North Salt Spring Water Works District

The Committee questioned the Trust Area relevancy of the delegation material.

Staff confirmed that the North Salt Spring Waterworks District is seeking support for additional Islands Trust staff on Salt Spring Island.

**EC-2025-024**
**It was MOVED and SECONDED,**
that the delegation from the North Salt Spring Waterworks District be declined, and Executive Committee request the delegate to make a presentation in June with a federation interest.

**CARRIED**

6.1.2 Eric March

**By general consent** Executive Committee forwarded item 6.1.2 to Trust Council as presented.

**By general consent** Executive Committee forwarded the Draft March Trust Council Agenda to Trust Council, as amended.

## 10. EXECUTIVE COMMITTEE PROJECTS

### 10.1 Trust Council Initiated

10.1.1 Executive - None
10.1.2 Trust Area Services - None
10.1.3 Planning Services - None
10.1.4 Financial and Employee Services - None

10.1.5 Legislative and Information Services

10.1.5.1 Appointment of Treasurer - Request For Decision

**EC-2025-025**
**It was MOVED and SECONDED,**
that the Executive Committee appoint Director of Financial and Employee Services, Julia Mobbs to the office of Treasurer.

**CARRIED**

**10.2 Executive Committee Initiated**

10.2.1 Executive - None
10.2.2 Trust Area Services - None

10.2.3 Planning Services

10.2.3.1 Crown Tenure Application Referrals – Briefing

The Director of Planning Services presented the Briefing.

The Committee discussed requesting staff to provide further information on the implications outlined in the Briefing, as well as the process and format through which the local trust committees receive the information.

Staff provided background on item 8 noting it was assigned to the Trust Programs Committee in 2014 and has not been a priority since 2022 due to the focus on the Policy Statement Amend Project.

**EC-2025-026**
**It was MOVED and SECONDED,**
that Executive Committee request staff provide advice on numbers 2, 4 and 8 in the Crown Tenure Application Referrals – Briefing.

**CARRIED**

10.2.4 Financial and Employee Services - None
10.2.5 Legislative and Information Services - None

**11. NEW BUSINESS**

**11.1 Executive/Trust Council** - None

**11.2 Trust Area Services**

11.2.1 Advocacy Regarding Crown Land Tenure Application - Request For Decision

Director of Trust Area Services introduced the Request for Decision.

**EC-2025-027**
**It was MOVED and SECONDED,**
that Executive Committee request staff to provide advice to the Hornby Island Local Trust Committee regarding a letter of support for the Hornby Island Community Economic Enhancement Corporation's application for nominal rent tenure on 10ha of Crown land for the purpose of supporting provision of workforce housing.

**CARRIED**

11.2.2 LTC Chairs Report on Local Advocacy Topics

It was reported that the Thetis Island Local Trust Committee had been informed that the Ministry of Water, Land, and Resources Stewardship had approved a shellfish tenure, despite the Local Trust Committee's decision to deny the rezoning application.

**11.3 Planning Services** - None

**11.4 Financial and Employee Services**

11.4.1 Enhanced Mental Health Supports Coverage - Discussion

Vice-Chair Peterson spoke to the item.

Staff provided new information on plan details with regards to enhancing the benefits trustees receive annually.

**EC-2025-028**
**It was MOVED and SECONDED,**
that Executive Committee request staff to report back on options and costs for additional mental health and benefits for trustees.

**CARRIED**

**11.5 Legislative and Information Services** - None

## 12. CORRESPONDENCE (for information unless raised for action)

### 12.1 2025-01-22 T Elliott - For consideration in March Trust Council agenda preparation

The Committee discussed where to place the Trust Council follow up action list agenda item on Trust Council meeting agendas, acknowledging that the item takes up a lot of time at Trust Council meetings.

### 12.2 2025-02-04 J Bowers - Upcoming Islands Trust Budget for 2025 - 2026

The writer has asked this piece of correspondence be addressed to Trust Council in addition to the North Pender Trustees.

**By general consent** Executive Committee requested item 12.2 be forwarded to trustees by email.

**12.3 2025-02-12 Gabriola Island Chamber of Commerce - Concern Regarding Location of Next Quarterly Meeting**

Trustees spoke to how often Trust Council has held meetings on Gabriola Island.

**By general consent** Executive Committee requested item 12.3 be forwarded to trustees by email.

**12.4 2025-02-12 Association of Vancouver Island Coastal Communities Convention Brochure 2025**

**By general consent** item 12.4 was received for information.

**12.5 2025-02-17 E March - Rezoning of 101 Bittancourt Rd Salt Spring Island**

**By general consent** Executive Committee requested item 12.5 be forwarded to Salt Spring Island trustees along with all other correspondence received on the topic.

## 13. WORK PROGRAM

**13.1 Review and amendment of current work program**

**By general consent** Executive Committee forwarded their work program as presented to Trust Council.

## 14. NEXT MEETING

The next Executive Committee meeting will take place on March 11th at 10:00 a.m. at the Dorchester Hotel in Nanaimo.

## 15. CLOSED MEETING

**EC-2025-029**
**It was MOVED and SECONDED,**
that the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to labour relations or other employee relations, litigation or potential litigation affecting the Islands Trust and the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose and that staff attend the meeting.

**CARRIED**

The meeting was closed to the public at 2:18 p.m. and reopened at 3:20 p.m.

## 16. ADJOURNMENT

**By general consent** the meeting adjourned at 3:20 p.m.

**CERTIFIED CORRECT:**

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**Peter Luckham, Chair** **Alexandra Trifonidis, Executive Coordinator and Recorder**